

*adm - 3*

*A*

DD/R-021-63

9 January 1963

**MEMORANDUM FOR:** Director of Personnel  
**ATTENTION:** Chief, Special Activities Staff  
**SUBJECT:** Certification of Step Increase for  
[REDACTED]

25X1A

1. It is our understanding that the periodic step increase for [REDACTED] had been postponed during a previous assignment and that the sixty-day period of postponement recently expired.

25X1A

2. Inasmuch as [REDACTED] reported for duty in the DD/R on 7 January 1963, we do not feel that we are in a position to certify as to the granting of the step increase until a period of ninety days has elapsed.

25X1A

[REDACTED]  
Executive Assistant  
Deputy Director (Research)

25X1A

25X1A

cc: [REDACTED]

**Distribution:**

Orig & 1 - Addressee

25X1A

1 - [REDACTED]  
1 - [REDACTED]  
1 - [REDACTED]

1 - DD/R Subj  
1 - DD/R Chrono

25X1A

DDR:Jan 9: [REDACTED] 6561:bb